WHAT CAN BE DONE ON THE ACQ NOW ONLINE REGISTRATION SYSTEM?

ACQ Now is designed to be user-friendly with clear, concise instructions on each page. Do not hesitate to press a button and browse! You cannot inadvertently submit an application; you must press a SUBMIT button to make an application. The student page, which is specifically designed for the student, allows them to perform the following functions:

Student Functions:

+ **Prepare Applications** (review DAU schedule and course vacancies, select a course, edit student profile, and submit an application)

+ **Review/Edit Applications** (track status, edit, or delete a pending application)

+ **Request Cancellations** (submit request to cancel a class reservation or wait)

+ **Request Disability Accommodations** (connect to TRICARE System)

+ **Update Student Profile** (edit profile)

+ **Create/Edit Travel Requirements Worksheet** (extensive travel action menu)

System Capabilities:

+ Validates student's eligibility for training and DAU funding.

+ Verifies that course prerequisites have been met.

+ Verifies that student's grade/rank meet guidelines for course.

+ Determines and assigns student priority.

+ Determines if an on-site class is being offered at or near student's location.

+ Denies applications from students who have cancelled two reservations during a fiscal year.

+ System-generated email notifies student and student's supervisor when a wait rolls into a reservation.

+ Rejects duplicate applications with onscreen explanation.

NEW TRAVEL FEATURES AVAILABLE

+ System-generated email reminds student to go on-line and submit Travel Requirements Worksheet by due date.

+ Easy to complete Travel Requirements Worksheet with "Click to Select" functionality.

+ Student preview of system-generated cost estimates for travel orders.

+ System-generated travel orders (DD Form 1610) for DAU funded students approximately 10 days before travel.

+ Student capability to edit Travel Requirements Worksheet pending approval.

ACQ Now OVERVIEW

ACQ Now is a Windows-based registration system designed for Air Force personnel to prepare and submit applications for Defense Acquisition University (DAU) courses beginning in FY02. **ACQ Now** may be accessed from any Internet domain, e.g., .mil, .Gov, etc. using one of the following web browsers: Netscape, version 4.7 or Microsoft Internet Explorer, version 5.0 and higher.

ACQ Now Features

+ Students "Click to Select" the specific course for which they wish to apply.

+ Course selection menu screens show ALL seats available to students, including DAU-wide vacancies within the 45-day window.

+ Number of available seats and waits at course location and class are provided.

+ Pop-up prerequisite reminder with opportunity to select a different course.

+ Automatic systems-check on data entries to ensure student applications are complete.

+ Immediate confirmation by email whenever an application is submitted, approved, disapproved, or cancelled.

WHAT OTHER FEATURES ARE AVAILABLE ON THE ACQ Now WEB SITE?

Help:

+ **How To** (comprehensive, step-by-step instructions on how to submit, cancel, resubmit, and check applications)

+ **Contact ACQ Now Help Desk**

+ **Contact Air Force Travel Manager**

+ **FAQs**

+ **ACQ Now Tutorial**

Useful Links:

AFATO:
www.safaq.hq.af.mil/acq_workf/training

Data-on-Demand:
www.afato.af.pentagon.mil

DAU:
www.dau.mil

For Additional Information Contact:

**Air Force Acquisition Training Office
555 E Street West Suite 5
Randolph AFB, TX 78150-4530
DSN 487-6580, Comm (210) 652-6580
ACQ.Now@afpc.Randolph.af.mil**